AQUATIC WEED CONTROL

MSBU GUIDELINES & PROCEDURES



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DETAILED PROCEDURES AQUATIC WEED CONTROL INCLUDES RETENTION PONDS

PROCEDURES FOR ESTABLISHING MSBUs

BASIC STEPS OF CREATING AN MSBU

STEP		RESPONSIBILITY
i.	Initial request for procedures	Property Owners
11.	Application and fee submission to the Department of Fiscal Services	Property Owners
III.	Application Review • Lake/Waterway Analysis	Department of Fiscal Services/ Engineering Division/Consultant
IV.	Petition completion and submission	Property Owners
V.	Petition acceptance and Scheduling Public Hearings	Board of County Commissioners/ Department of Fiscal Services
VI.	First Public Hearing to establish the MSBU (Adoption of the Ordinance)	Board of County Commissioners
VII.	Implementation	
	Bid the construction (if necessary)	Purchasing Division/ Development Review Division/ or Stormwater Management Division
	 Construct the Improvements 	Development Review Division/ Stormwater Management Division/ Contractor
VIII.	Final Public Hearing to establish final assessments	Department of Fiscal Services/ Board of County Commissioners
	ADOPTION OF RESOLUTION	Board of County Commissioners

Each of these steps is explained in further detail on the following pages.

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AQUATIC WEED CONTROL DISTRICTS INCLUDES RETENTION PONDS DETAILED PROCEDURES

ESTABLISHMENT PROCEDURES FOR AQUATIC WEED CONTROL MSBUs

STEP I. Initial Request for MSBU Procedures

When the Department of Fiscal Services receives an inquiry or a request for information about establishing an MSBU, a copy of "MSBU Guidelines and Procedures" will be sent to the requester with notification to the District Commissioner. Requests should be mailed to:

Seminole County Government

Department of Fiscal Services 1101 East First Street Sanford, FL 32771-1468

or by calling

(407) 665-7178.

The request must identify:

- the area affected (e.g., community, subdivision or street)
- the type of improvement involved (e.g., aquatic weed control)

MSBU PROCEDURES INFORMATION PROGRAM

At the property owners' request, the MSBU Staff will present a program of basic MSBU procedural information. For optimum benefit, the program should be presented to the property owners *prior* to application submission.

STEP II.

Application for establishing an MSBU District

In order to establish a district, interested homeowners must include the following in their official request for consideration:

- Completed Scope of Services Application form and Contact/Liaison Form for the proposed lake/waterway improvements. (See Forms 1 and 5)
 - ◆ The Department of Fiscal Services encourages community participation in the development of the scope of services. Lake analysis will be the primary indicator or source of determining lake/waterway needs.

- ♦ Describing the desired scope of services in great detail is important as it is the key to the development of sound preliminary weed control analysis and cost estimates.
- Copy of recorded plat or other legal depiction, section map and/or site plan (cadastral) information with:
 - ♦ Each area of lake/waterway with weed problems drawn in. Please ensure that all areas are clearly marked.
 - Proposed boundaries for the district drawn in.
 - ♦ Copies of recorded plats and section maps may be obtained from the Current Planning Office, located on the first floor of the County Services Building. For additional information please call (407) 665-7441.
 - ◆ MSBU District Boundaries must be continuous and not split parcels or lots. Enclaves are not allowed if their purpose is to remove a lot or lots because the property owner is not in favor of the establishment of the district.
 - ◆ The district to be assessed does not necessarily include an entire subdivision if the entire subdivision does not materially benefit from the proposed improvement. All lake/waterway access parcels should be included in the district boundaries.
 - ♦ Districts may be established in unplatted residential areas where the proposed action benefits property owners in a definable geographic area.
 - Districts must contain a minimum of two distinct taxable pieces of property.
- Proposed district boundaries should be discussed with the MSBU Staff.
- Contact individual and proposed liaison names, addresses and phone numbers. See Form 1.
- \$100.00 nonrefundable application fee made payable to the Board of County Commissioners, Seminole County.



STEP III. Application Review / Preliminary Lake/Waterway Analysis Report

Upon receipt of the application for an MSBU, a letter may be mailed to each property owner advising them of the submittal of the application and the imminent petition process. The MSBU Staff or Project Manager will conduct an informative meeting with the property owners to discuss the MSBU process at the property owners request. Notification to property owners of any **County-sponsored** meeting will be coordinated through the Department of Fiscal Services. The Department of Fiscal Services requests the opportunity to review (prior to circulation) any correspondence relating to the establishment of the district.

The Department of Fiscal Services will review the application to confirm and ensure that the information is complete. The application will be copied to appropriate departments for their review of the scope of work and plat (cadastral) information. The **Public Works Department** and the **Planning Division** will confirm the adequacy/accuracy of the scope of work description.

Preliminary Lake/Waterway Analysis is required for weed control MSBUs.

Property owners must provide for the cost of the preliminary lake/waterway analysis.

Prior to staff proceeding with the preliminary lake/waterway analysis, the property owners must provide a fee based on lake surface area, not to exceed \$450.00, to conduct the analysis. The Department of Fiscal Services requests that the payment be accompanied by a list of the property owners contributing to the fee.

Lake Analysis Fees must be received prior to the preliminary weed control analysis and cost estimates.

Lake Analysis Fees are:

•	Fewer than 25 acres	\$150.00
•	25 to 50 acres	\$250.00
\	50 to 75 acres	\$350.00
♦	More than 75 acres	\$450.00

• If the aquatic weed control improvements are constructed or performed, the property owners who contributed to the fee will be given credit against their assessment (share of the final total costs). If the improvements are not constructed or performed, contributions toward the cost of preliminary lake/waterway analysis will not be refunded since the lake/waterway analysis is completed.

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STEP IV. Petition Submission

The Board of County Commissioners has determined that a petition may serve as an indicator of the amount of community interest for a proposed project. The petition process is not a requirement of Florida Law.

The petition, prepared by the Department of Fiscal Services, will reflect the cost for preliminary lake/waterway treatment and the cost estimates for any additional known treatments. The petition will also reflect estimated contingencies, administrative fees, interest expense during the treatment period, tax collector fees, and proposed assessments.

Financing is required in order to implement improvements. Interest expense will be included in the final assessment calculation.

The petition will be provided to the District Liaison for project initiation and submission. Property owners located out-of-state will be mailed a petition by certified mail. Any subsequent changes requiring petition approval will be coordinated through the MSBU Office.

The Department of Fiscal Services will identify a date for petition return. Based upon the time frame needed for scheduling the public hearing, 30-60 calendar days is normal.

STEP V. Petition Acceptance

The petition must be signed by at least 65% of the current property owners representing 65% of the properties within the district boundaries. Property owners not responding to the petition either "For" or "Against" will be counted in the final tally as an "Against" vote.

- A property owner is the individual or group of individuals that own a parcel
 of land.
- All current owners of a parcel or the designated trustee must sign the petition for the ownership and parcel to count towards the 65% requirements.
- Once submitted, names may not be withdrawn from the petition.

The completed petition will be reviewed for acceptability by departments as appropriate. Other departments will be consulted as appropriate.

Provided the petition is accepted, the Department of Fiscal Services will ask the Board of County Commissioners to authorize a public hearing for their consideration of the ordinance to establish the district.

Please note that once the petition is accepted and a public hearing is authorized, the petition is no longer relevant to the final determination of the Board of County Commissioners to proceed (or not) with the project. The final determination of the scope and feasibility of the project is made by the Seminole County Board of County Commissioners.

STEP VI. Public Hearing

When the proposed ordinance and all documents are in order and a public hearing date is scheduled, legal notices will be published. In addition, notification will be mailed to all property owners listed on the tax roll within the proposed district.

At the public hearing, the Board of County Commissioners may consider comments, objections, and information relevant to the creation of the district. The County Commissioners may enact or deny the ordinance. If the ordinance is enacted, appropriate Board authorization to obtain final lake/waterway improvement treatment bids and to record the Ordinance in Land Records of Seminole County will be requested.

STEP VII. Implementation

Bids (if necessary) for weed control treatments and/or construction (if necessary) will be solicited by the Purchasing Department.

Lake/waterway aquatic weed control treatment/s are conducted. Property owners are responsible for the cost of all associated services.

Through the Department of Fiscal Services, the:

- District Liaison is advised of pre-qualified contractor list (if necessary)
- District Liaison is copied on bid (as necessary)
- If recalculated project cost, using information derived from lake/waterway analysis or the lowest responsive bid amount, would represent an increase of 20% or more than the approved amount, an additional petition process will be conducted and an additional public hearing is held. Notice of this public hearing will be published and notification mailed to all property owners.

- District Liaison is consulted for award recommendation (if necessary)
 - Award must be in conformance with Chapter 220 of the Seminole County Code.
 - ◆ Bid is awarded (if necessary) by the Board of County Commissioners.
- District Liaison is notified by the Department of Fiscal Services.

After awarding the bid, a work order (as necessary) will be issued to the contractor and improvements/treatments and/or construction will begin.

STEP VIII. Final Public Hearing

After construction and/or lake/waterway treatment is complete, all costs relating to the project will be compiled by the Department of Fiscal Services. The Board will be requested to schedule a Final Public Hearing to adopt a resolution or amending ordinance. The Public Hearing will be advertised and notification mailed to all property owners listed on the tax roll within the district.

If adopted, the Resolution or Amending Ordinance will be recorded in Seminole County Land Records.

Annual Assessments are collected through the Tax Collector of Seminole County in the same manner as all other County taxes. In subsequent years, no maximum applies to assessment increases which are due to economic conditions, including interest rate changes associated with commercial financing.

SEMINOLE COUNTY LAKES

Lake Name	Section	Township	Range	Acres	Access	City	District
ADA	11	20	30	39	Private	Sanford	5
ADELAIDE	13	21	29	23	Private	Altamonte Springs	4
ALMA	30	20	30	20	Private		2
AMORY	3	20	30	7	Private		5
ANN	27	21	30	14	Private		4
ANNETTE	9	21	30	 	Private	Casselberry	1
BANANA	†1	20	29	18	Private	Unincorporated	5
D111111111	1	= 0				Seminole County	
BASS	22	21	32	5	Private	-	1
BATH	22	21	31	14	Private		1
BEAR	19	21	29	310	Private	Unincorporated Seminole County	3
BEAR GULLY	36	21	30	138	Private	Unincorporated Seminole County	1
BEL AIR	3	20	30	34			5
BINGHAM	7	20	30	17		Lake Mary	2
BOAT	38	20	30	10	1		2 2 3
BORDER	7	21	29	19			3
BRANTLEY	4	$\frac{1}{2}$	29	269	Private		3
BUCK	28	20	32	158	Public		5
BURKETTE	36	21	30	74	<u> </u>		1
CATHERINE	21	21	32	14			1
CECILE	9	21	30	6		Casselberry	1
CHARM	10	$\frac{-1}{21}$	31	19		Oviedo	5
CLEAR	10	21	30	7			1
COCKRAN	20	20	32				5
COMO	5	20	30	56		Lake Mary	2
CONCORD	8	21	30	20		Casselberry	4
CRANE'S ROOST	11	21	29			Altamonte Springs	4
CRYSTAL	9	20	30	351	· · · · · ·	Lake Mary	5
CRYSTAL	16	21	30	7	 	Casselberry	1
BOWL				,		Cassolodity	_
CUB	20	21	29	14	ļ		4
DAWSON	5	20	30	23		Lake Mary	2
DEFOREST	3	20	30	1040	<u> </u>		5
DEEKS	26	21	30	5	<u> </u>		1 1
DEEP	31	21	31	43	ļ	Alamana Comin	<u> </u>
DESTINY	23	21	29	28	ļ	Altamonte Springs	4
DEWDROP	15	21	30	8		Casselberry	<u> </u>
DON	27	19	29	2		Cagallant	5
DUCKPOND	10	21	30	1 7		Casselberry	1 1
EAST	32	20	30	7	 	Longwood	2
ELLEN	7	21	30	7	<u> </u>	Casalhar	4
ELLEN	8	21	30	1 /	ļ	Casselberry	4
EMILY	9	21	30	5	 	Casselberry	1 2
EMMA	7	20	30	49	ļ.,	Lake Mary	2
EVA	20	21	32	22		I amazza a d	1
EVERGREEN	5	21	30	2		Longwood	2 2
FAIRY	5	21	30	50	<u> </u>	Longwood	
FAITH	24	21	29	34	ļ		2
FERN	37	20	30	3			<u> </u>

Lake Name	Section	Township	Range	Acres	Access	City	District
FLORENCE	26	21	30	2863		_	1
FLORIDA	12	21	29	24		Altamonte Springs	4
FOREST	17	21	29	5			3
GARDEN	26	21	30	22			1
GARY	27	19	29	4			5
GEM	22	21	31	9			1
GENE	4	21	29				3
GENEVA	15	20	32	29			5
GEOFFREY	20	20	30	3			5
GOLDEN	8	20	31	45			5
GOLF COURSE LAKE	12	20	29				5
GORE	22	21	32	30			1
GRACE	25	20	29	32			$\frac{1}{2}$
GRASSY	$\frac{123}{17}$	21	30	8		Casselberry	4
GRIFFIN	8	21	30	10		Casselberry	4
HARNEY	14	20	32	6058	Public		5
HARRIET	16	21	29	6	1 40110	·	3
HARTS	15	20	32	15	-		5
HAYES	$\frac{13}{27}$	21	31	12			1
HIDDEN	11	20	30	10		Sanford	5
HODGE	4	21	30	16		Casselberry	2
HOPE	24	21	29	36		Cusscioury	$\frac{2}{4}$
HORSESHOE	29	21	32	95	Public		1
HOWARD	27	19	29	3	1 done		5
HOWELL	$\frac{27}{27}$	19	29	406	Private		
IRENE	4	21	30	14	Titvato		5 2 5
IRISH	36	19	29	71			5
ISLAND	1	20	29	53			5
ISLAND	1	21	29	33		Longwood	4
ISLAND POND	29	20	32	7228		Bongwood	5
JANE	5	21	30	1		Longwood	2
JENNIE	1	20	30	22		Sanford	2
JESUP	28	20	31	1001	Public	Sumora	5
KATHRYN	8	21	30	76			2
LAKE OF THE	19	21	30	76			4
WOODS							
LE FILS SLOUGH	28	19	32	75			5
LINDEN	14	20	29	15			5
LITTLE BEAR	19	21	29	28			3
LITTLE CRYSTAL	3	20	30				5
LITTLE LAKE GEORGIA	31	21	31	1259			1
LITTLE LAKE MARY	15	20	30			Lake Mary	2
LITTLE WILDMERE	5	21	30			Longwood	2
LOCH LOWE	10	20	30	33		Sanford	5
LONG	14	21	31	69		Oviedo	1

Lake Name	Section	Township	Range	Acres	Access	City	District
LOST	9	21	30	11		Casselberry	1
LOTUS	21	21	29	115		Altmonte Springs	3
LOTUS	8	21	30	3		Casselberry	4
LUCERNE	33	20	30	3			2
MALTBIE	18	21	30	3			4
MARIA	10	21	30	3		Casselberry	1
MARIETTA	7	20	29	77			5
MARION	12	21	29	13			4
MARKHAM	27	19	29	70			5
MARY	15	20	30	158		Lake Mary	2
MILLS	28	21	32	232	Public		1
MINNIE	14	20	30	2			5
MIRANDA	22	19	29	4		:	5
MIRROR	17	21	29	34			3
MOBILE	7	21	30	23		Longwood	4
MONROE	22	19	30	9406	Public		5
MUD	36	20	29			Longwood	2
MULLET	33	19	32	631	Public		5
MYRTLE	25	20	29	65			2
NIXON	17	21	32	16			1
NORTH	14	21	29			Altamonte Springs	4
ONORO	7	20	31	7			5
ORANGE	32	20	30	1		Longwood	2
ORIENTA	24	21	29	129		Altamonte Springs	4
PEARL	16	21	29	29		Altamonte Springs	4
PEARL	18	21	30	14		Altamonte Springs	4
PEARL	35	19	29	4			5
PHYLLIS	7	21	30				4
PICKETT	34	21	29	742		Interlocal Agreement	1
PINE	32	19	30	2			5
PLAZA POOL	8	21	30	3		Casselberry	4
POT	18	21	30			Altamonte Springs	4
PRAIRIE	18	21	30	124		Altamonte Springs	4
PROCTOR (LOWER)	22	20	32	0			5
PROCTOR (UPPER)	22	20	32	74			5
PUZZLÉ	9	21	33	1300			1
QUAIL POND	8	21	30	3		Casselberry	4
QUEENS MIRROR	16	21	30	12		Casselberry	1
RED BUG	23	21	30	28			1
RESERVOIR	2	20	30	18		Sanford	5
RICE	14	20	30	45			5
ROCK	36	20	29	19		Longwood	2
ROGERS	22	21	31	4		Ovideo	1

Lake Name	Section	Township	Range	Acres	Access	City	District
ROUND	11	21	31	12			1
RUTH	29	20	30	10			2
SAND	7	21	29	42			2 3
(WEKIVA)			į				
SAWYER	1	20	29	17			5
SEARCY	31	20	30	11		Longwood	2
SECRET	8	21	30	5		Casselberry	4
SEMINARY	19	21	30	55			4
SEMINOLE	6	21	30				2
SILVER	7	20	31	33		Sanford	2 5
SPRING	22	21	29	87			4
SPRINGWOOD	23	21	29			Altamonte Springs	4
STEN	31	19	30	9		***	5
SYLVAN	26	19	29	186			5
TALMO	33	20	30	4			2
TILLIE	21	21	29				3
TONY	11	21	30	22			1
TRIPLETT	8	21	30	106		Casselberry	1
TROUT	21	21	29	17		Altamonte Springs	3
TROUT	31	19	30	2		Springs	5
TROUT	8	21	30	15		Casselberry	4
TRUES	31	19	30	2		Casserberry	5
TUSKAWILLA	14	21	30	99			1 1
TWIN	32	19	30	52			1 5
(SANFORD EAST)							
TWIN (SANFORD WEST)	32	19	30	0			5
TWIN (WINSOR)	36	20	29	5		Longwood	2
TWIN, (OVIDEO)	32	20	32	25			5
WAYMAN	32	20	30	2		Longwood	2
WEKIVA (SAND)	7	21	29	42			3
WEST	31	20	30	25		Longwood	2
WEST CRYSTAL	8	20	30	27		Lake Mary	2
WILDMERE	5	21	30	33		Longwood	2
WINSOR	36	20	29	5			$\frac{2}{2}$
YANKEE	23	19	29	49			5
YVONNA	9	21	30	0			1
YVONNE	9	21	30	6		Casselberry	1
HOWELL	28	21	30			Interlocal	4
BRANCH CREEK						Agreement	

HOWELL BRANCH CREEK combines with Lake Waumpi in Orange County & feeds into Lake Howell.

Frequently Asked Aquatic Weed Control MSBU Questions

· How much does the maintenance assessment change annually?

The annual assessment changes depending on the needs of the lake or waterway. If the assessment increases more than 20% over the highest assessment incurred by the district, all affected property owners will be notified in writing of such change.

• Since there is a lien on my property (land) how is the lien satisfied for maintenance MSBUs?

Aquatic weed control maintenance MSBU liens are satisfied annually when the property owner pays their taxes.

• When are the annual needs of the lake or waterway determined?

Each aquatic weed control MSBU is different and is dependent on previous lake or waterway treatment. The MSBU Staff and the Project Manager annually discuss the treatment needs and arrive at a maintenance assessment for the next tax year.

• When are the property owners in a maintenance district notified of the next year's assessment?

In August the Department of Fiscal Services mails "Non-Ad Valorem Assessment Notices" to all property owners in unincorporated Seminole County who have a special or non-ad valorem assessment.

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— DESIGNATION OF SPECIAL DISTRICT —— CONTACT/LIAISON INDIVIDUALS

INCLUDE A COMPLETED COPY OF THIS FORM WITH ALL MSBU APPLICATIONS

		NAI	мЕ		
	STREE	T A	DRESS		
	CITY	AND	ZIP CO	OE	
DAY PHONE NUMBER			-	EVEN	ING PHONE NUMBER
rimary liaison for desi	gnation	n on p	etition	and co	ordination during the
mplementation of the S					O
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		N A I	M F		
	STREE	TAD	DORESS		
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			DORESS ZIP CO	DE	
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DAY PHONE NUMBER				DE	EVENING PHONE NUMBER
DAY PHONE NUMBER				DE	EVENING PHONE NUMBER
				DE	EVENING PHONE NUMBER
			ZIP CO	DE	EVENING PHONE NUMBER
DAY PHONE NUMBER Backup liaison:		AND	ZIP CO	DE	EVENING PHONE NUMBER
	CITY	AND	ZIP CO	DE	EVENING PHONE NUMBER
	CITY	AND NAI	ZIP CO		EVENING PHONE NUMBER
	CITY	AND NAI	ZIP CO		EVENING PHONE NUMBER

Form 1

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-AQUATIC WEED CONTROL APPLICATION— (Includes Retention Ponds) THIS APPLICATION IS FOR THE IMPROVEMENT OF A \[\] LAKE \[\] WATERWAY \[\] RETENTION POND NAME OF LAKE OR WATERWAY COUNTY OR COUNTIES INVOLVED GENERAL DESCRIPTION OF THE LOCATION SCOPE OF SERVICES Approximate number of property owners who would benefit from the proposed improvement Please check the improvement(s) you are requesting Chemical Treatment Grass Eating Fish Barrier Other For Weed Control Carp Rationale for MSBU request (Please be specific) Please describe the present condition of the lake/waterway (Please be specific) Name(s) of subdivision(s) (if there are any) adjacent to the lake or waterway

PLEASE INCLUDE A COMPLETED CONTACT/LIAISON FORM WITH THIS APPLICATION

Form 5